Roles and Responsibilities

Solution Acquisition Planning Deployment Team

SUMMARY

The Solution Acquisition Planning (SAP) Deployment Team was responsible for leading the implementation and support of the SAP Process utilized by SFA. The SAP Deployment Team was responsible for determining the future direction of SAP Deployment within SFA and was responsible for identifying opportunities for improving existing SAP deployment.

The SAP Deployment Team is responsible for developing training materials to aid SFA Subject Matter Experts (SMEs) to continue the deployment effort once the initial deployment effort directly related to Task Order 47 has been completed. These materials will continue to "evergreen" as the SAP process is further enhanced through the Solution Life Cycle and continued process improvement efforts.

Specifically, the SAP Deployment Team is responsible for designing, developing, and piloting training materials for SFA SAP process deployment team members to carry forward.

RESPONSIBILITIES

Role	Responsibilities
Executive Sponsor	• Work with SAP Deployment Team to provide guidance as to how best accomplish SAP process deployment efforts • Provide SAP Deployment Team with feedback on SAP Process deployment materials and efforts • Provide SAP Deployment Team with recommendations for future Management to identify process improvement opportunities and to set the future direction of SAP deployment processes. • Manage the implementation of the SAP Process throughout SFA. • Solicit feedback on the usability and functionality of the SAP process. • Communicate SAP process improvement initiatives and goals to IPTs and SFA management. • Provide information to help identify appropriate audience for SAP process deployment efforts. • Identify and assign SMEs to carry deployment forward following the end of initial deployment development phase. • Serve as champion of SAP and SLC process.
SAPG Lead	• Support Executive Sponsor in all SAP Process Deployment related responsibilities. • Serve as champion of SAP and SLC process. • Identify and initiate continuous improvement opportunities. • Contribute to and foster knowledge sharing in order to build SAP process knowledge across the SFA. • Look for opportunities to build deeper SAP process knowledge. • Support organization transformation and communication efforts within SFA for SAP and SLC. • Promote knowledge sharing/building within the SAPG. • Help identify SMEs within SFA to provide input into SAP Process Deployment efforts.

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Solution Acquisition Planning Deployment Team

Role	Responsibilities
Deployment Team	- Deliver workable, practical, measurable training courses for deployment of SAP process. - Design and deliver applicable SME deployment materials for future deployment efforts. - Assist SFA in identifying appropriate resources for SAP Process. - Help SFA define specific SAP activities and deliverables. - Plan, organize and control own activities and resources. - Anticipate and resolve issues on a timely basis. - Act as a change agent within SFA to help with the standardization of SFA SAP processes. - Act as change agent within Modernization Partner to help with the standardization of SFA SAP processes. - Serve as the primary point of contact for all SAP Deployment related issues. - Communicate accurate and useful status to Solution Acquisition Process Group (SAPG) Lead as appropriate. - Prepare status reports on a periodic basis for distribution to SAPG Lead.